

RFP (fill in the #)
ATTACHMENT 3

**Transmittal Letter for Government Sources to Accompany Present/Past
Performance Questionnaire
(TO BE COMPLETED BY OFFEROR)**

SOURCE SELECTION INFORMATION – See FAR 3.104 – FOR OFFICIAL USE ONLY

MEMORANDUM FOR: [OFFEROR'S POC]

FROM: [OFFEROR'S ADDRESS AND POINT OF CONTACT]

SUBJECT: Present/Past Performance Questionnaire for Contract(s)_____.

1. We are currently responding to the Department of the Air Force (AF), Robins Air Force Base (RAFB), Request For Proposal (RFP) (fill in the #), for the procurement of the (fill in the Program). This RFP is being conducted as a TA-RPPT and specifically requires that we, as an offeror, do the following:

The offeror shall send out -- and track the completion of -- the Present/Past Performance Questionnaire to each of the offeror's critical subcontractors', teaming contractors' and/or joint venture partners' Points of Contact (POCs). The responsibility to send out and track the completion of the Present/Past Performance Questionnaires rests solely with the offeror - i.e., it shall not be delegated to any subcontractors, teaming contractors, and/or joint venture partners. The offeror shall exert its best efforts to ensure that at least two POCs, per relevant contract, **telefax** a completed Present/Past Performance Questionnaire **directly to the Government at 478-926-5407 not later than the date established in this RFP (final, not draft RFP) for the present/past performance proposal submission**. The POCs must call Ms. Carroll at 478-926-5408 before telefaxing the completed questionnaire.

Mailing the questionnaire is an acceptable alternative method of transmission. Mail the questionnaire to the following address:

WR-ALC/LKKA
Reference RFP: (fill in RFP #)
460 Richard Ray Blvd, Suite 221 (Bldg 301)
Robins AFB, GA 31098-1640
ATTN: Ms. Janice Carroll Ph: 478-926-5408
OFFICIAL BUSINESS

If mailing, the outside envelope must be marked as follows:

NOTE: TO BE OPENED BY ADDRESSEE ONLY
SOURCE SELECTION INFORMATION – See FAR 3.104
SOURCE SELECTION SENSITIVE – FOR OFFICIAL USE ONLY

2. We have identified subject contract(s) as relevant to this acquisition and you as our POC. As such, please take a few moments of your time to fill out the attached questionnaire and send it directly back to RAFB. The information contained in the completed Present/Past Performance Questionnaires is considered sensitive and cannot be released to us, the offeror. If you have any questions about the acquisition or the attached questionnaire, your questions must be directed back to the Government's point of contact identified above. Thank you for your timely assistance.

Sincerely,

[OFFEROR'S POINT OF CONTACT]

1 [2] ATCH

Present/Past Performance Questionnaire
[Client Authorization Letter(s), if applicable]